

**Work Plan: No. A.07-01 – Transbay Corridor Core Capacity Project – Program Management Assistance during Construction Phase**

**Scope:**

## **2 SCOPE OF SERVICES**

This scope of work would continue consultant assistance to comply with FTA requirements for the post-FFGA phase. This includes ongoing project integration activities, cost estimation review, cost expenditure reporting, schedule integration and updates, and assistance with project reporting to the FTA and its Project Management Oversight Consultant (PMOC). This scope also includes responding to FTA comments on submittals, revising documents already produced, preparation of materials for meetings, meeting attendance, taking meeting minutes, preparing and tracking cost reporting, maintaining and updating the integrated master program schedule, maintaining program action item log, maintaining program look ahead calendar, maintaining site for document sharing with FTA/PMOC, and other document management support.

The scope may include other work as needed. The nature of this process and the relationship with FTA is that new requirements or requests emerge from FTA that may not have been foreseen, and the intent is to provide consultant assistance for such requests as well. Prior to submittal to the District, all deliverables will be checked in accordance with the quality procedures established in WSP's Project Management Plan and Quality Control Plan.

### **2.1 WORK PLAN MANAGEMENT**

Johnny Kuo, Work Plan Manager, will be assigned to carry out the work plan. He will identify and retain the technical resources necessary to ensure satisfactory performance. Other work plan management activities include:

- Maintain WSP FTA Upload Site (SharePoint) website for file sharing.
- Track expenditures against budget.
- Review and approve invoices for submittal to BART.
- Prepare progress reports submitted with invoices.

### **2.2 SUPPORT AND PARTICIPATE IN COORDINATION MEETINGS**

WSP's Work Plan Manager and task leads will attend and participate in periodic coordination meetings with the District's Program Management Coordinating Committee (PMCC), BART Executive Management, Project Element teams, and the FTA and its Project Management Oversight Consultant (PMOC). WSP will develop the agendas, prepare meeting materials, and meeting notes as requested by the District's Program Delivery Project Manager.

### **2.3 PROGRAM MANAGEMENT PLAN**

The WSP team will assist the District with updating and maintaining the Program Management Plan (PMP), Companion Documents, and Subplans. Specific activities include:

- Update the PMP to provide additional detail related to project delivery.
- Assist the District in developing and updating PMP companion documents and subplans at the programmatic level, in conjunction with the PMs for individual program elements.

- Review and comment on the Project-level PMPs to ensure consistency with the Program Management Plan, the Rail Fleet Management Plan, and other program-level documents.

## 2.4 PROGRAM INTEGRATION

The WSP team will assist the District in managing and advancing the TCCCP as a single integrated program. Specific activities include:

- Maintain weekly action log identifying tasks to be completed, assignments of responsibility and due dates.
- Maintain look ahead calendar highlighting key milestones, including meetings and deliverables.
- Participate in monthly project element check in meetings and periodic interface meetings between elements.
- Review and comment on project-level documents with an eye toward their relationship with and impact on other project elements.
- Participate in change notice/change order meetings to monitor trends at the program level for FTA reporting
- Participate in the program-level and project element risk review meetings, providing updates and input to the risk registers.
- Assist the District in monitoring the implementation of risk mitigation measures.

## 2.5 COST ESTIMATE REVIEW

The WSP team will review cost estimates from the project element teams for each design submittal milestone, as well as costs estimates accompanying change notices and requests, for compliance with FTA requirements and consistent with guidelines set forth in the TCCCP Cost Estimating Management Procedure. Other activities include:

- Maintain and update the Cost Estimating Management Procedure to provide additional details as related to project delivery, including more details on reviews of estimates related to change requests.
- Review and adjust inflation assumptions and cash flow updates in consultation with Project PMs.
- If requested by the District, provide an independent review of project-level estimates.
- Provide guidance on market trends as related to construction costs.
- Maintain Basis of Cost Report, with focus on major milestones such as approval of the FFGA and award of project element contracts.
- Coordinate cost estimate with the project controls, scheduling, risk management and financial planning teams.

## 2.6 PROGRAM MASTER SCHEDULE

The WSP team will maintain the Integrated Master Program Schedule (IMPS), with additional internal links between related activities, including the four individual project element schedules. The IMPS will be revised monthly and when significant changes in the project-level cost estimates or schedules occur. Specific activities include:

- Update and maintain the Basis of Schedule Report, with focus on major milestones such as approval of the Full Funding Grant Agreement (FFGA), and inclusion of baseline schedules from awarded contracts.
- Participate in internal risk assessments.
- Participate in regular coordination meetings with the project element schedulers and update the program schedule.
- Update and maintain the Schedule Management Procedure for the post-FFGA activities.
- Maintain and report on 4-week look ahead activities at the weekly Program Management team meeting.

- Coordinate schedule with the project controls, cost estimating, risk management, and financial planning

**2.7 ASSISTANCE WITH DEVELOPMENT/REVIEW OF OTHER REQUIRED FTA DOCUMENTS**

As requested by the District, the WSP team will develop and/or comment upon other documents required for the FTA CIG process and grant management.

**2.8 ASSISTANCE WITH COST ACCOUNTING AND REPORTING**

BART is setting up cost accounting and reporting procedures for managing the FTA grant. This will include procedures for keeping separate accounts for CIG-eligible and CIG-ineligible costs. The WSP team will provide assistance in setting up new procedures related to cost reporting. Specific activities include:

- Prepare and update cost reporting spreadsheets for monthly report
- Prepare Cost Control and Earned Value Management Procedures
- Organize baseline estimate and budgets by WBS and SCC codes
- Maintain and update contingency drawdown log and graphs
- Analyze monthly expenditures and estimates to complete
- Update % complete for EV reporting

**2.9 STRATEGIC ADVICE ON FTA POLICIES AND PROCEDURES**

Specific activities related to this task include:

- Monitor federal budgets and changes in FTA regulations, policies and procedures that relate to the project, keeping the BART PM and BART management aware of developments. Assist the District in drafting comments to the docket on proposed rulemaking and policies.
- Monitor other CIG projects in the FTA pipeline and keep the BART PM aware of relevant precedents set elsewhere.
- Monitor industry deliberations and congressional actions related to reauthorization of the CIG program. Identify opportunities for BART to comment and assist in drafting comments.
- Assist the District in developing positions and comments on proposed legislation and FTA policies related to the CIG program.

**2.10 BEFORE AND AFTER STUDY MILESTONE REPORTS**

The WSP team will update and incorporate BART review comments on the five milestone memoranda (project scope, capital cost estimate, service levels, O&M cost, and ridership), documenting the estimates at the FFGA approval milestone, per the Before and After Study work scope.

**2.11 UNFORESEEN REQUIREMENTS AND ACTIVITIES**

It is expected that unforeseen requirements and activities will arise during the term of this work plan. The WSP team will provide staffing and deliverables as necessary to respond to District requests.

**Prime: WSP**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
M Lee Corporation	\$ 897,313	Y	Y

**Total Work Plan Value: \$ 1,555,267**